FAX3740/9940/3740NF/9940NF
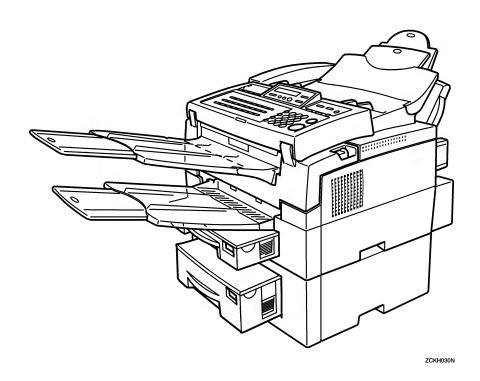
Operating Instructions
<Advanced Features>

ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

AC120V, 60Hz
Please be sure to connect the power cord to a power source as above.

Declaration of Conformity

Product Name: Facsimile

Model Number: 3740/9940

Responsible party: SAVIN CORPORATION

Address: 333 Ludlow Street, Stamford, CT 06904

Telephone number: 203-967-5000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions: (1)This device may not cause harmful interference, and (2)this device must accept any interference received, including interference that may cause undesired operation.

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

2. This equipment uses the following USOC jack: RJ11C

3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.

4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.

5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.

6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.

7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.

8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

○ means POWER OFF.

Notice

Note to users in the United States of America

☼Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

☼Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

☼Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

☼Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

☀Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

(For this machine, TTI is called Fax Header.)

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ *WARNING:*
> *Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

⚠ *CAUTION:*
> *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ *WARNING:*

- *Connect the power cord directly into a wall outlet and never use an extension cord.*
- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*
- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:*
  - *You spill something into the equipment.*
  - *You suspect that your equipment needs service or repair.*
  - *Your equipment's cover has been damaged.*
- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*
- *Disposal can take place at our authorized dealer or at appropriate collection sites.*
- *Dispose of the used toner cartridge in accordance with the local regulation.*

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*

- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*

- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certalnes mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendle , de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux ègrlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

ENERGY STAR Program

<table>
<tr>
<td>ENERGY STAR®</td>
<td>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</td>
</tr>
</table>

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low-power Mode

At the factory, this fax machine is set to enter the low power mode after no operation takes place for more than 5 minutes. To exit the low power mode, press the 【Energy Saver/⟡ Clear Modes】 key. The machine starts printing in about 40 seconds in the Energy Saving Standby mode, or in about 30 seconds in the Fax Standby Mode.

❖ Specification

Specification	Power consumption	Default time
Without NIC FAX KIT installed	1.7 W	5 min
With NIC FAX KIT installed	4.3 W	

Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How to Read this Manual

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

🕷Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

📓 Preparation

This symbol indicates the prior knowledge or preparations required before operating.

📝 Note

This symbol indicates precautions for operation, or actions to take after misoperation.

❣ Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

【　】

Keys built into the machine's operation panel.

TABLE OF CONTENTS

4. Reception Features

5. Copying

6. Facsimile User Tools

7. Key Operator Settings

8. Troubleshooting

9. Maintaining Your Machine

10. Installation

11.Appendix

Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

Advanced Features (This Manual)

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Introduction**
Describes part names of the machine and operation panel. Also lists symbols and conventions used in this manual.

❖ **Chapter 2 Faxing**
Explains basic transmission. You can also find out about other types of transmissions and how to switch the reception mode.

❖ **Chapter 3 Setup**
Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ **Chapter 4 Troubleshooting**
Explains clearing document jams, loading paper and changing the volume of audible signals generated by the machine. When the display or indicator lights show unusual information, check the list and take appropriate action.

Sending at a Specific Time (Send Later)

Using the Send Later feature, you can delay transmission of your fax message until a specified time. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

🖉 **Note**

❐ If the machine memory is full, your document will remain in the document feeder. As a result, anybody removing the document will cancel the transmission.

❐ If the current time shown on the display is not correct, adjust it. (See P.66 *"Setting the Date and Time"*.)

❐ You cannot specify a time more than 24 hours into the future.

1 Set your document and select any scan settings you require.

2 Press the 【Trans. Option】 key.

```
Trans. Option
  1.Send Later         ◀▮▶
```

3 Confirm that "1. Send Later" is displayed.

4 Press the 【OK】 key.

5 Press ⓐ or ⓑ to select "On".

🖉 **Note**

❐ You can turn this feature off by selecting "Off" and pressing the 【OK】 key.

```
Send Later:      ◀▮▶/OK
 [On]    Off
```

6 Press the 【OK】 key.

7 Press the ⓐ or ⓑ key to select "AM" or "PM", and then press the 【OK】 key.

```
Send Later:      ◀▮▶/OK
Time [AM]    PM
```

8 Enter the time that you want to send the fax message.

```
Send Later: Press OK
Time [09:34] AM
```

Enter the hour setting in 12-hour format (1–12).

Press the 【Clear】 key to clear the previous entry, and then enter the new number with the number keys.

9 Press the 【OK】 key.

The specified time is set.

10 Specify the destination.

If you want to specify another destination, press the 【OK】 key and repeat step **10**.

11 Press the 【Start】 key.

🖉 **Note**

❐ You can cancel transmission of a message set up for Send Later. (See P.17 *"Canceling Transmission or Reception"*.)

Personal Codes

Personal Codes consisting of up to 8 digits (numerals, the # and * symbols, and spaces) can be assigned to individual users. You can keep track of fax machine usage by assigning Personal Codes and having users enter them when using the machine.

- User names assigned to Personal Codes can be printed in the Journal and other reports.
- If user names are assigned to Personal Codes, label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on documents when they are received at the destination.

If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.

℘Reference

See P.100 *"Programming the Personal Codes"*.

See P.103 *"Printing the Personal Code List"*.

See P.34 *"Label Insertion"*.

1 **Set your document and select any scan settings you require.**

2 **Press the 【Trans. Option】 key.**

3 **Press ◁ or ▷ until "2. Personal Code" is displayed.**

```
Trans. Option
  2.Personal Code    ◀▮▶
```

4 **Press the 【OK】 key.**

5 **Press ◁ or ▷ to select "On".**

```
Pers. Code:      ◀▮▶/OK
  [On]    Off
```

✐ Note

❐ You can cancel this feature by selecting "Off".

6 **Press the 【OK】 key.**

7 **Enter a personal code (up to 8 digits) with the number keys.**

If you make a mistake, press the 【Clear】 key and try again.

```
Pers. Code: Press OK
  [12345678]
```

✐ Note

❐ Personal codes may be any string of 8–digit numbers (0 to 9), symbols (# and *), or spaces. You can register up to 30 personal codes.

8 **Press the 【OK】 key.**

The personal code is set.

9 **Specify the destination.**

If you want to specify another destination, press the 【OK】 key and repeat step **9**.

10 **Press the 【Start】 key.**

✐ Note

❐ You can cancel transmission of a message set up for Personal Code Transmission. (See P.17 *"Canceling Transmission or Reception"*.)

Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch the Fax Header feature off.

✎ **Note**
❐ In the USA, law requires that your fax number be included in the fax header. Register the fax number and switch on Fax Header Print with the User Parameters. See P.95 *"User Parameters"* (switch 06, bit 0).

⚠️**Important**
❐ In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

A Set your document and select any scan settings you require.

B Press the 【Trans. Option】 key.

C Press ◁ or ▷ until "3. Fax Header Print" is displayed.

```
Trans. Option
  3.FaxHeader Print◀▶
```

D Press the 【OK】 key.

E Press ◁ or ▷ to select "Off".

```
FaxHeader Print◀▶/OK
  On    [Off]
```

F Press the 【OK】 key.

G Specify the destination.

If you want to specify another destination, press the 【OK】 key and repeat step **G**.

H Press the 【Start】 key.

- -

💡If you register the Fax Header Print function in a User Function key beforehand, you can turn on Fax Header Print simply by pressing the User Function key. (See P.58 *"Assigning User Function Keys"*.)

- -

Sending Confidential Messages

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.

There are two types of Confidential Transmission.

❖ **Normal Confidential Transmission**
The other party can print the message by entering the ID that was previously stored in the other party's terminal using the Confidential ID feature.

❖ **Confidential ID Override**
If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, do not forget to tell the intended receiver what code must be entered to print the message.

To set up a confidential transmission, do the following:

♦ **Limitation**
❒ The machine at the other end must have memory space available and it must have the Confidential Reception feature.

❒ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.

✐ **Note**
❒ A Confidential ID can be any 4-digit number except 0000.

❒ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

🔎 **Reference**
See P.105 *"Confidential ID"*.

See P.100 *"Programming the Personal Codes"*.
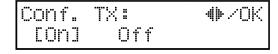
See P.96 *"User Parameter List"*.

See P.22 *"Printing the Journal"*.

See P.20 *"Printing a Confidential Fax Message"*.

1 Set your document and select any scan settings you require.

2 Press the **【Trans. Option】** key.

3 Press ⓐ or ⓑ until "4. Confidential TX" is displayed.

```
Trans. Option
 4.Confidential TX◀▮▶
```

4 Press the **【OK】** key.

5 Press ⓐ or ⓑ to select "On".

```
Conf. TX:        ◀▮▶/OK
 [On]    Off
```

6 Press the **【OK】** key.

7 Select the type of Confidential Transmission.

Normal Confidential Transmission:

❶ **Press ◁ or ▷ to select "Default".**

```
Conf. ID:       ◂▸/OK
 [Default] Override
```

❷ **Press the 【OK】 key.**

Normal Confidential Transmission is set.

❸ **Specify the other party's fax number.**

Confidential ID Override Option:

❶ **Press ◁ or ▷ to select "Override".**

```
Conf. ID:       ◂▸/OK
  Default [Override]
```

❷ **Press the 【OK】 key.**

Confidential ID Override is set.

❸ **Enter the Confidential ID (4-digits) with the number keys.**

```
Conf. TX:    Press OK
ID [1234]
```

8 **Specify the other party's fax number.**

9 **Press the 【Start】 key.**

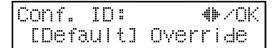### ⚆When sending messages to fax machines produced by other manufacturers

Normally you can only send and receive confidential faxes between machines of the same make which support confidential sending and receiving. However, if the other party's fax is not the same as your own, you can still send and receive confidential fax messages if the other party's fax machine supports the SUB/SID function. See P.14 *"SUB Code Transmission"*.

Leaving a Document to Be Picked Up by Others (Polling Transmission)

Use Polling Transmission when you want to leave a document in the machine's memory for others to pick up. The message will be sent when the other party calls your machine.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

❖ **Free Polling**
Anybody can poll the message from the polled machine's memory.

❖ **Secured Polling**
The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

❖ **Stored ID Override**
You must enter an Override Polling ID unique to this transmission. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

💡 **Limitation**
❒ Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer. With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature.
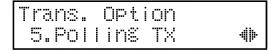
✐ **Note**
❒ Only one document can be stored in the memory for Free Polling and Secured Polling. However, with Stored ID Override, you can store up to 100 files, but you must use a different ID for each file.

❒ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

❒ The communication fee is charged to the receiver.

❒ To delete the document immediately after transmission, select "Use once". To repeatedly send the document, select "Save". By default, Polling Transmission is set to "Use Once". See P.95 *"User Parameters"* (switch 11, bit 7).

❒ This function works only when sufficient memory is available.

🔍 **Reference**
See P.17 *"Canceling Transmission or Reception"*.

See P.18 *"Printing a File List"*.

A Set your document and select any scan settings you require.

B Press the 【Trans. Option】 key.

C Press ◁ or ▷ until "5. Polling TX" is displayed.

```
Trans. Option
  5.Polling TX        ◀▶
```
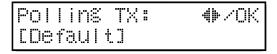
D Press the 【OK】 key.

E Press ◁ or ▷ to select "On".

```
Polling TX:       ◀▶/OK
 [On]    Off
```

F Press the 【OK】 key.

G Select the type of Polling Transmission.

Secured Polling

❶ Press ◁ or ▷ to select "Default".

```
Polling TX:       ◀▶/OK
[Default]
```

Stored ID Override

❶ Press ◁ or ▷ to select "Override".
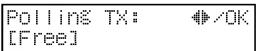
```
Polling TX:       ◀▶/OK
[Override]
```

❷ Press the 【OK】 key.

❸ Enter the Polling ID using the number and Quick Dial keys.

```
Polling TX: Press OK
ID [1234]
```

Free Polling

❶ Press ◁ or ▷ to select "Free".

```
Polling TX:       ◀▶/OK
[Free]
```

H Press the 【OK】 key.

I Press the 【Start】 key.

✐ Note

❐ Before using Secured Polling, you need to program the Polling ID. See P.105 "*Registering ID Codes*".

☼ When using Polling Transmission with fax machines produced by other manufacturers

Standard Polling Transmission only works with machines of the same that manufacturer have the Polling Reception feature. However, if the other party's fax machine supports SEP Polling Transmission, you can send documents to them using SEP Code Polling Reception. See P.15 "*SEP Code Polling Reception*".

When sending a document using secured polling transmission, ask the other party to enter the registered 4-digit polling ID as the SEP code. When using stored ID override transmission, ask the other party to enter the 4-digit polling ID entered when storing the document as the SEP code.

Calling to Request a Message (Polling Reception)

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.

There are two types of Polling Reception:

❖ **Secured Polling Reception**
If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

❖ **Stored ID Override Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require an ID are received (Free Polling).
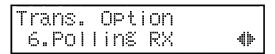
♣ **Limitation**
❒ Polling Reception requires that the other machine can perform Polling Transmission.
❒ To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
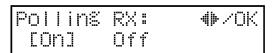
❒ To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must use a machine of the same manufacturer that is equipped with the Polling Reception feature.
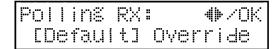
✐ **Note**
❒ The communication fee is charged to the receiver.

A Press the 【Trans. Option】 key.

B Press ◁ or ▷ until "6. Polling RX" is displayed.

```
Trans. Option
  6.Polling RX        ◀▶
```

C Press the 【OK】 key.

D Press ◁ or ▷ to select "On".

```
Polling RX:      ◀▶/OK
  [On]    Off
```

E Press the 【OK】 key.

F Press ◁ or ▷ to select "Default".

```
Polling RX:      ◀▶/OK
  [Default] Override
```

7 Select the type of Polling Reception.

Secured Polling Reception

❶ Press the 【OK】 key.

The settings are made.

❷ Specify the other party's fax number.

❸ Press the 【Start】 key.

🔎 **Reference**

See P.17 *"Canceling Transmission or Reception"*.

Stored ID Override Option

❶ Press ◁ or ▷ to select "Override".

```
Polling RX:    ◆/OK
  Default [Override]
```

❷ Press the 【OK】 key.

❸ Enter the Confidential ID (4 digits) with the number keys and Quick Dial keys.

```
Polling RX: Press OK
Override ID [1234]
```

If you make a mistake, press the 【Clear】 key and try again.

8 Press the 【OK】 key.

9 Specify the other party's fax number.

10 Press the 【Start】 key.

💡**Polling Documents from Other Manufacturer's Fax Machines:**

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception feature. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SUB/SEP Reception. (See P.15 *"SEP Code Polling Reception"*.)

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

Before you can use this feature you must program the Polling ID and set the Transfer Result Report.

♦ Limitation
❒ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
❒ End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

✐ Note
❒ Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

The following terminology is used in this section:

❖ Requesting Party
The machine where the message originates from.

❖ Transfer Station
The machine that forwards the incoming message to another destination.

❖ End Receiver
The final destination of the message.

✐ Note
❒ You can have up to 30 End Receivers per Transfer Station.
❒ If you specify a Transfer Station Group, the Group counts as a single receiver.

1 Set your document and select any scan settings you require.

2 Press the 【Trans. Option】 key.

3 Press ◁ or ▷ until "7. Transf.Request" is displayed.

```
Trans. Option
  7.Transf. Request◀▶
```

4 Press the 【OK】 key.

5 Press ◁ or ▷ to select "On".

```
Transf.Request:◀▶/OK
  [On]    Off
```

6 Press the 【OK】 key.

7 Specify the Transfer Station.

If you make a mistake, press the 【Clear】 key and try again.

```
Transf.Stn: Press OK
123456789▨▨▨▨▨▨▨▨▨
```

8 Press the 【OK】 key.

9 Specify the End Receiver.

✎ **Note**

❐ Note You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

```
ReceiveStn.:Press OK
 1 [#10_▓]
```

10 Press the 【OK】 key.

11 Press ◁ or ▷ to select "Yes" or "No".

```
Add Recv. Stn? ◀▶/OK
 [Yes]   No
```

12 Press the 【OK】 key.

If you selected "Yes", go back to step **9**.

13 Press the 【Start】 key.

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💡**Sending Broadcast Requests to Other Manufacturers' Fax Machines:**

Standard Broadcast Request Transmissions only work with machines of the same make that have the Transfer Station feature. However, if the other party's fax machine supports SUB Transmission, you can specify them as a Transfer Station. (See P.14 *"SUB Code Transmission"*.)

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Specifying an End Receiver

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups). End Receiver information is then relayed to the Transfer Station(s), and sent to the destinations stored in the Transfer Station(s) memory.

❖ **Quick Dial**
Enter 【#】 followed by 2 digits of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: 【#】【0】【1】.

❖ **Speed Dial**
Enter 【#】, 【*】 followed by the Speed Dial code (2 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: 【#】【*】【1】【2】.
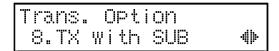
❖ **Group Dial**
Enter 【#】, 【*】, 【*】 followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: 【#】【*】【*】【0】【4】.

SUB Code Transmission

Confidential Transmission is only possible with machines of the same make that have the Confidential Transmission feature. However, if you use the SUB/SID function, you can send and receive confidential faxes to and from other makers' machines that have the SUB/SID feature.

You can also send transfer requests to other maker's fax machines that are equipped with this feature.

1 Set your document and select any scan settings you require.

2 Press the 【Trans. Option】 key.

3 Press ◁ or ▷ until "8. TX with SUB" is displayed.

```
Trans. Option
  8.TX with SUB      ◀▶
```

4 Press the 【OK】 key.

5 Press ◁ or ▷ to turn SUB code transmission "On".

```
TX with SUB:      ◀▶/OK
  [On]    Off
```

6 Press the 【OK】 key.

7 Specify the destination.

```
Dest.1:      Press OK
0123456789_▓▓▓▓▓▓▓▓▓▓
```

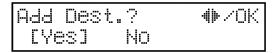**♥ Limitation**

❐ You cannot specify Groups as destinations.

✎ Note

❐ If you used Quick Dial key to specify a destination that was registered along with a SUB code, or if you specified the destination using Speed Dial, go to step **10**.

8 Press the 【OK】 key.

9 Enter the SUB Code with the number keys.

```
SUB:      Press OK
1234_▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

✎ Note

❐ You can enter up to 20 characters from the following: digits from 0 to 9, #, *, and spaces.

❐ If you make a mistake, press the 【Clear】 key and try again.

10 Press the 【OK】 key.

11 Press ◁ or ▷ to select "Yes" or "No".

```
Add Dest.?      ◀▶/OK
  [Yes]    No
```

12 Press the 【OK】 key.

If you selected "Yes", go to step **7**.

13 Press the 【Start】 key.

✎ Note

❐ You can cancel transmission of a message set up for SUB Code Transmission. (See P.17 *"Canceling Transmission or Reception"*.)
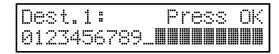
SEP Code Polling Reception

If you want to receive a message stored in the memory of another party's fax machine, use this feature. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.

✐ **Note**

❒ You can enter up to 20 characters from the following: digits from 0 to 9, #, *, and spaces.

❒ If you make a mistake, press the 【Clear】 key and try again.

1 Press the 【Trans. Option】 key.

2 Press ◁ or ▷ until "9. RX with SEP" is displayed.

```
Trans. Option
  9.RX with SEP        ◀▶
```

3 Press the 【OK】 key.

4 Press ◁ or ▷ to turn SEP Code Reception "On".

```
RX with SEP:      ◀▶/OK
 [On]    Off
```

5 Press the 【OK】 key.

6 Specify the other party's fax number.

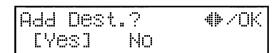```
Dest.1:   Press OK
0123456789_▮▮▮▮▮▮▮▮▮▮
```

✐ **Note**

❒ If you used Quick Dial key to specify a destination that was registered along with a SEP code, or if you specified the destination using Speed Dial, go to step **9**.

**7** Press the 【OK】 key.

**8** Enter the SEP Code with the number keys.

```
SEP:           Press OK
1111_▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
```

✐ **Note**

❒ If you make a mistake, press the 【Clear】 key and try again.

9 Press the 【OK】 key.

10 Press ◁ or ▷ to select "Yes" or "No".

```
Add Dest.?        ◀▶/OK
 [Yes]    No
```

11 Press the 【OK】 key.

If you selected "Yes", go to step **6**.

12 Press the 【Start】 key.

Once the document is received, the machine returns to standby mode.

✐ **Note**

❒ You can cancel transmission of a message set up for SEP Code Polling Reception. (See P.17 *"Canceling Transmission or Reception"*.)

❒ A Communication Result Report prints out after SEP Code Polling Reception is set up. You can use this to confirm the contents of SEP Code Polling Reception. (See P.40 *"Communication Result Report (Memory Transmission) (Switch 03, Bit 0)"*.)

Mail Option

This menu appears when the fax machine is connected to the Internet, and is used for sending faxes via the Internet.

♥ Limitation

❒ The NIC FAX KIT or PDU KIT must be installed in order to use this feature.

*⌕***Reference**

For details, please refer to the NIC FAX KIT manual or the PDU KIT manual.